

Finance and Administration Cabinet STANDARD PROCEDURE		ISSUED BY: Office of Administrative Services, Division of Human Resources
PROCEDURE # 2.22	SUBJECT: Internet and Electronic Mail Acceptable Use Policy (CIO-060) Procedures	
EFFECTIVE DATE: 6/06/05		
CONTACT: Division of Human Resources		LOCATION: Capitol Annex Room 188 PHONE: 502-564-7233

I. PURPOSE

The Finance and Administration Cabinet (Cabinet) is committed to maintaining the security of the Commonwealth computer network and its data and to ensuring that computers on the network are used for business purposes. The Cabinet has adopted the [Internet and Electronic Mail Acceptable Use Policy, CIO-060](#) (CIO-060).

II. PROCEDURE

A. Application

This procedure applies to all employees of the Cabinet, including those with merit, non-merit, full-time, probationary or temporary status.

B. Cabinet Responsibilities

The Cabinet's Division of Human Resources (Division) shall be responsible for obtaining a signed [Internet and Electronic Mail Acceptable Usage Certification \(7. Forms 2.22/a\)](#) as part of every employee's initial employee orientation.

The Cabinet shall be responsible for notifying employees of any changes or updates to the CIO-060.

The Division shall require all employees of the Cabinet to sign the Certification on an annual basis and shall maintain a signed copy of the form in each employee's personnel file. The certification shall be signed for the upcoming year at the employee's year-end evaluation and submitted with the evaluation. If the employee is not subject to the year-end performance evaluation, the employee's supervisor is responsible for providing the employee with a certification form and for transmitting the signed form to the Division of Human Resources by January 31 of each year.

C. Supervisor Responsibilities

Supervisors shall:

1. Provide each employee with a copy of the CIO-060;
2. Obtain a signed certification from each employee;
3. Send a copy of the certification to the Division of Human Resources by January 31 of each year; and
4. Provide the employee with a copy.

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D. Employee Responsibilities

Each employee shall:

1. Read and abide by the CIO-060 and any updates to the policy; and
2. Include the following notice at the bottom of the sensitive or confidential e-mail messages.

This communication may contain information which is confidential. It is for the exclusive use of the intended recipient(s). If you are not the intended recipient(s) please note that any form of distribution, copying, forwarding or use of this communication or the information therein is strictly prohibited and may be unlawful. If you have received this communication in error please return it to the sender and send a copy or notify: SecurityNotice@ky.gov and then delete the communication and destroy any copies. It should be expressly understood that the Finance and Administration Cabinet cannot guarantee the security of the transmission and assumes no responsibility for intentional or accidental receipt by a third party.

E. Inquiries

For inquiries about this procedure or the Enterprise Internet and Electronic Mail Usage Policy, contact the Division of Human Resources or the Commonwealth Office of Technology Division of Security Services.

F. References

[Enterprise Internet and Electronic Mail Usage Policy CIO-060](#)

G. Forms

[7. Forms 2.22/a Internet and Electronic Mail Acceptable Usage Certification](#)